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Bulletin Number 50286BR

Type of Recruitment Transfer Opportunity

Department Child Support Services

Position Title SUPERVISING ADMINISTRATIVE ASSISTANT II

Filing Type Standard

Filing End Date 02/27/2015

Filing End Time 5:00 pm PST

Requirements The Child Support Services Department is seeking a well qualified and highly motivated individual to fill the position of Supervising Administrative Assistant II in the Administrative Services Bureau, Fiscal Management Division - Budget/Internal Control Section.

Applicants must currently hold the payroll title of Supervising Administrative Assistant II, and have successfully completed their probationary period. Interested applicants who meet the requirements are invited to submit (1) a cover letter and resume detailing relevant experience, (2) copies of the last two performance evaluations, and (3) copies of the last two years' Prime Variance report by **Friday, February 27, 2015 at 5:00 p.m. (P.S.T.)**.

NOTE: RESUMES ARE ACCEPTED ONLINE ONLY. Please attach the required documents along with your resume. If you are unable to attach the required documents online, you may fax them to (323) 869 - 0722. Please include your name, phone number, employee number, the position you are applying for, and your position title.

All materials submitted will be evaluated. Only the most qualified individuals will be invited to participate in an interview. The interview process will be used to determine the final selection.

Desirable Qualifications

Comprehensive knowledge of eCAPS financial including cube and report features.

Proficient in Microsoft Office Suite including Word, Excel, Outlook, Access and Power Point.

Analytical skills to recognize critical elements of problems, develop and evaluate data, determine solutions and make logical and prompt recommendations.

Comprehensive knowledge of the County Fiscal Manual.

Ability to manage multiple priorities under strict deadlines with attention to detail.

A sense of discretion and sensitivity to confidential information.

Excellent organizational and time-management skills.

Excellent verbal and written communication skills plus

interpersonal skills with a professional demeanor required to work effectively with all level of staff and management as well as other governmental agencies and County Departments.

Ability to work as a team player, yet, effectively and independently with minimal management oversight.

Duties

Oversees the initiation, formulation and compilation of the program and operating budgets at the State and County level including all county budget phases and State EDP and Budget Display. Directs the control of appropriations utilizing mid-year budget adjustments.

Prepares monthly and as-needed forecasts of projected expenditures and revenues and monitors periodic allocation changes.

Plans, assigns, directs, and evaluates the work of the budget and other staff in performing the budget activities of the department.

Approves eCAPS encumbrance documents.

Oversees the quarterly pre-approval processes for overtime from CEO and daily overtime requests from departmental staff.

Supervises or personally conducts cost, revenue, and accounting systems and procedures studies; reviews governmental regulations; writes reports of findings; and provides expert advice in solving problems regarding finances when necessary.

Plans and directs the formulating of financial analysis for existing and proposed financial activities for the department. Advises and consults with management concerning the financial implications of existing and projected departmental operations.

Vacancy Information

The vacancy is located in the Administrative Services Bureau, Fiscal Management Division-Budget/Internal Control Section, located at 5770 S. Eastern Ave., 4th Floor, Commerce, CA 90040.

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Job Field Administration
Job Type Administrative Support

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